

C
O
P
Y

3 June 1948

MEMORANDUM

TO :
FROM :
SUBJECT: Travel Order Form

Attached is a travel order form suggested for use by your office. The form has been designed in an attempt to meet any contingency and may be modified as necessary.

The following is submitted in explanation of certain items listed on the sample form:

Purpose - Show "Official business".

Mode of travel authorized, etc. - Where it is possible that any or all types of transportation may be used, check all blanks. Where only a government vehicle (car, jeep, bus), or military airplane, or military vessel, is to be used, check the applicable blank(s). In those instances where commercial facilities are to be used, check the Common carrier blank and the blanks applicable to the particular mode of conveyance. Train travel is covered by merely checking the Common carrier blank.

Per diem - In cases where no travel by vessel is involved and no quarters or meals will be furnished free of charge by a government agency during the trip show - "Per diem allowance - \$7.00". In other words, use the statement contained in the form only in those instances where vessels are used, meals or lodgings furnished without charge by a government activity or where travel is to some point where Budget Circular A-7, Revised, provides a rate other than \$7.00.

Special authority - In the event the traveler must carry baggage in excess of the weight carried at no extra charge by the carrier, state - "Due to nature of travel, excess baggage is authorized".

Washington Approval Ref. - This should be completed to show teletype number, name of sender and date - or date of letter and name of sender, in those cases where travel requiring advance Washington approval is authorized. Otherwise, the item may be omitted.

TRAVEL ORDER

Date _____

Name _____ Title _____

Official Station _____ Office _____

You are hereby authorized to travel in accordance with the Standardized Government Travel Regulations and applicable provisions of Public Law 800-79th Congress and regulations issued thereunder during the period and for the purpose indicated below:

FROM _____ To _____

Date effective _____ or as soon thereafter as practicable.

Terminating approximately _____

Purpose _____

Mode of travel authorized as indicated below:

_____ Common carrier	_____ Government vehicle
_____ Airplane { _____ Commercial	_____ Vessel { _____ Commercial
_____ Military	_____ Military

Per diem allowances to be in accordance with maximum allowances as set forth in Bureau of the Budget Circular No. A-7, Revised, current issue, including travel aboard ship. Twenty per cent of the per diem allowance will be deducted for each meal and/or lodging furnished without charge as a part of the cost of transportation while aboard ship. Twenty per cent of the per diem allowance will be deducted for each meal and/or lodging furnished without charge by a government agency. Travel voucher must state conditions under which meals and/or lodgings are procured.

Special authority:

The number and date of this order must be referred to on your voucher claiming reimbursement for the expenses incurred.

Appropriation _____

Allotment Account No. _____

Washington Approval Ref. _____

(Authorizing Official)

(Title)